

**BOARD OF FINANCE
MINUTES
November 18, 2010**

CALL TO ORDER

Vice-Chairman Mark E. Smith called the Board of Finance meeting to order at 7:00 p.m. at the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

Members present and absent were as follows:

PRESENT

Chairman Ken Martin, Jr. Alternate Perry Molinoff
Vice-Chairman Mark E. Smith Alternate Alex Remson
William A. Crooks Steven C. Lupien
Tom Tesoro

ABSENT

Andrew Palo
Alternate Dana Misner

Also Present: Director of Finance Maria Pires, Chief of Staff Daniel Nelson, Town Internal Auditor Mr. James Henderson, Town Treasurer Mr. Ponzio and Town Engineer-Sewer Administrator Mr. Stephen Savarese.

Public Comment: There were two (2) people present from the public to speak. (See Attached)

Alternate Alex Remson will be voting in Andrew Palo's place.

Approval of Minutes - October 14, 2010:

The Chair stated that he would not be voting on the October minutes due to the fact he was not present at that meeting.

The Board of Finance accepted the October 14, 2010 as submitted 4-0.

Town Treasurer's Report:

Mr. Ponzio stated that this month's report is consistent with previous months although the interest from the TD investment account is considerably higher \$9,000 vs. \$1,000. This reflects the tax collections at the end of the quarter. \$10,000,000 has been paid out on the high school renovation. Last month the town had approximately \$9,000 in interest income this month it is \$22,000. The projection will be done in January. The Merrill Lynch (\$628,000 in cash) has been reinvested in appraisal Fannies to give a better a return. Frannies and Freddie's are government backed; therefore there is no risk to the investments.

Internal Auditor's Report:

Mr. Henderson reviewed the report with the Board of Finance members. The focus of the report is dependent eligibility for the town employees' health benefits. The first course of action is to send a notice out to the employees. The notice requests the information regarding the dependents who are covered. The responses are then investigated under the plan.

FISCAL YEAR 2010-11 SUPPLEMENTALS:

11-10-01	APPROPRIATION	FROM:	RETAINED EARNINGS	2,941
	WPCA		20-315200	
	2010-2011 BUDGET	TO:	PROFESSIONAL SERVICES	2,941

Moved by Mr. Smith, seconded by Mr. Tesoro.

Mr. Lupien stated that the legal fee appropriations were historically paid for out of the legal fees account. Mr. Tesoro noted that there is a balance of \$146,000 in the legal account; the account should be exhausted before taking funds from the Retained Earnings account.

Mr. Crooks noted that the bulk of this invoice is from the last fiscal year; it appears the law firm did not bill this item according to the town's fiscal year.

Mr. Savarese explained that this is for the Jog Hill contract. The October 27, 2010 WPCA meeting minutes reflect the WPCA's thoroughness in their decisions as to where the funds would be transferred from.

Moved by Mr. Tesoro, seconded by Mr. Smith to table item #11-10-01.

Mr. Tesoro stated that it would be necessary to have a WPCA member present to speak to the legal fee appropriation.

Mr. Tesoro withdrew his motion.

Mr. Crooks requested that a WPCA member speak to whether legal fees have been charged to this account in the last five (5) years or not.

Moved by Mr. Tesoro seconded by Mr. Smith to table item #11-10-01.

VOTE: Motion to table carried unanimously.

11-10-02	APPROPRIATION	FROM:	RETAINED EARNINGS	17,575
	WPCA		20-315200	
	2010-2011 BUDGET	TO:	PROFESSIONAL SERVICES	17,575
			20100000-522202	
			Geotechnical Services Contract 4 Nichols (Dogwood Pond area)	

Moved by Mr. Smith, seconded by Mr. Tesoro.

Mr. Smith stated representation from the WPCA should be present at the meeting when requesting appropriations.

Mr. Savarese, WPCA Sewer Administrator stated that there is a sewer building project taking place now, there are environmental concerns in one area; there is a sewer line in close proximity to Dogwood Pond. At the closest point it is 10' away from the pond. The concern is about the stability of the pond, Mark IV is not in depth enough as to how they will handle the pond and its waters. Tighe & Bond has been asked create a plan to check and double check what Mark IV will be doing during the construction. WPCA has voted 3-2 to fund this service from the 20 account.

Mr. Martin stated that there seems to be a charge for \$37,000 for the service, but the request is only for \$17,575 on this agenda. The commission questioned the request for only \$17,575. Mr. Crooks stated that the board would like to know what the total dollar amount is, is it all inclusive or could it be larger number than what the Board of Finance is looking at and essentially why the 20 account instead of the 59 account?

Mr. Savarese indicated that the request is for the pavement coring program funding per the WPCA October 27, 2010 meeting minutes; the geotechnical services for the Dogwood Pond has already been approved. The error is in the notice to the Board of Finance. The Chair disagreed, indicating that the back-up information was a Tighe & Bond letter. Mr. Savarese explained that the current scope of services is an overlay payment which does not fix the latent defects; it merely is a coating over the defects. The current project is being reviewed to see what would be the proper course of action; this is out of the scope of services for the Tighe & Bond bonded work.

The board questioned if this is a construction cost which should be from the 59 account, or whether this is a public works project? There are many questions on this item that need to be addressed. The questioned was raised whether the audit had been completed which would determine 59 account surplus? Mr. Savarese stated that the audit RFP has been drafted. Mr. Savarese indicated that if this item is delayed it would result in delay in the design development. The board questioned what the repercussions would be if this item was not approved and what additional costs would be incurred would it be more than the \$17,575 study? If this item is a timing issue; the public works department could come forward. LOCIP funds are another possibility of where the funding could come from, that is a discussion that should be with the Public Works Director. The item as written on the agenda indicates Dogwood Pond, which is what the board had prepared for, this is actually a new discussion.

Moved by Mr. Lupien, seconded by Mr. Smith to table item #11-10-02.

VOTE: Motion carried unanimously.

DISCUSSION ITEMS:

- Discussion of Board of Finance information on the Town's Website -

(Mr. Smith left the meeting at 8:15 p.m.)

The Board explained and discussed that currently there is not a permanent Board of Finance Clerk; when a permanent clerk is assigned the board should post the back-up information on the town website. Historically the Board of Finance had not done so; discussion has come about after the Board of Education had begun posting their back-up on the web-site.

The Board of Finance noted that a discussion would take place at a later date with regard to going paperless and the possibility of placing the check register on the web-site as well. The Board agreed with any and all transparency.

- Train Concert Financial Report -

The concert made a profit of \$62,000. The amount includes all police fees; (the police gave a reduced fee for the event). The Board of Finance agreed a P&L should be set up for this item and what account the profits are placed in. Since there is a profit the board suggested that the administration consider rain insurance in the future.

- Status on Bonded Projects -

The unused amounts indicated on the spreadsheet could be moved to another project if recommended by bond counsel and authorized by this board. Bonds can not be paid from the unexpended bond amounts. The board discussed the possibility of moving the unexpended amounts to the pension fund. All projects' funds have to be expended within 3 years or reallocated to another project. The Board of Finance agreed to request that bond counsel come before the board to discuss options for the unexpended bond amounts.

(Mr. Smith returned to the meeting at 8:25 p.m.)

ADJOURNMENT

There being no further business to discuss the Board of Finance adjourned by unanimous consent at 8:26 p.m.

Respectfully submitted,

Margaret Mastroni
Acting Clerk, Board of Finance

PUBLIC COMMENT

There were two (2) people present from the public to speak:

1. Mr. Martin Shapiro of 36 Dogwood Lane requested the following:
 - The BoF back-up material be made available on-line along with the agenda.
 - Item 11-10-01 be appropriated from the town budget.
 - Item 11-10-02 be appropriated from the money already bonded for Tighe & Bond.
2. Cindy Penkoff of 101 Columbine Drive spoke on behalf of item 11-10-02 noting that it is not a Tighe& Bond piece therefore it should not be included in the bond.